February 14, 2019

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY:	Recreation Coordinator – Senior Center Full Time – 35 hr. work week
WAGES:	31F - $21.45 to $30.90 per hr. (hired before 7/1/2003) $21.45 to $29.13 per hr. (hired after 7/1/2003)
NATURE OF WORK:	Please read the attached job description.
QUALIFICATIONS:	Completion of a two-year college program in recreation or elderly services plus two years of experience in recreation planning or administration, or an equivalent combination of education and qualifying experience substituting on a year-for year-basis.
HOW TO APPLY:	Applications for Promotion/Transfer are available in the Personnel Department, Room #235, City Hall.
LAST DATE TO APPLY:	Monday, February 25, 2019.

Recreation Coordinator

General Description

Work involves developing and coordinating a diverse range of activities, events and programs to generate attendance and/or increase volunteers for the Senior Center and to increase and provide quality services the services to seniors in the community.

Identifies types of programs, activities, classes and special events that are appropriate to the Senior Center's purpose and objectives. Coordinates all phases of programming including planning, promotion and marketing, booking, budgeting, negotiating, scheduling and facilitating programs. Coordinates the volunteers, donations, sponsors for the Senior Center. Coordinates instructors of classes. Works directly with members of the Senior Center to understand their interests. Assists with and promotes senior related neighborhood and community events.

Supervision Received

Works under the general supervision of the Senior Affairs Administrator.

Examples of Duties

Plans, supervises and coordinates activities as assigned by supervisor. Will work as part of a team and independently.

Coordinate and purchase materials, supplies and equipment as needed, including the coordination/booking of vendors providing these services.

Plans, executes and facilitates trips, tours and events held outside of the senior center. Researches possibilities, compares tour companies, publicizes trips, registers participants and collects money.

Maintains telephone and personal contact with the public regarding recreational services for seniors.

Maintains liaison between the Senior Center and external organizations for programs, functions and presentations with intergenerational and public sectors.

Prepares, writes and edits the recreation and trip section of the Senior Center monthly newsletter.

Prepares daily schedule of Senior Center activities.

Coordinate recreation and assist residents during emergency shelter events at the Senior Center.

Coordinates and maintains Senior Center donor, volunteer and participation databases and records; prepares related reports and correspondences.

Examples of Duties

Assign and monitor work of volunteers.

Plan and organize donation collections, admission processes and ticket sales for events.

Attend events to ensure event runs smoothly and monitor events in progress.

Identify, enforce and adhere to health, safety and other regulations.

Maintain confidentiality, especially related to sensitive organizational, customer, and other generally private information.

Prepares posters, policies and bulletins to publicize programs and activities.

Performs related work as required

Knowledge, Skills and Abilities

Good knowledge of the principles and practices of planning, coordinating, and servicing seniors and senior activities.

Good knowledge of the methods and techniques of recreation programs for seniors.

Good ability to conceive, develop and implement recreation programs to meet perceived needs.

Good ability to anticipate, schedule and coordinate equipment, operations, volunteers and services for activities in various stages of planning and execution.

Good ability in oral and written communications. Good ability to work on computers and common software packages, including senior specific software

Supervisory and interpersonal relations techniques.

Good ability to record, organize and file relevant information and data.

Respond to public inquires and complaints in an effective and tactful manner.

Establish and maintain effective relationships with those contacted in the course of work.

Will be required to flex schedule to meet the needs of the program that may run outside of normal work hours/days.

Good ability to establish and maintain effective working relationships with associates, vendors, officials of other agencies, superiors and the general public.

Qualification

Completion of a two-year college program in recreation or elderly services plus two years of experience in recreation planning or administration, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

Special Requirements

Must have and maintain a Connecticut Driver's license and be insurable under City of Meriden city driver's policy.